

DEPARTMENT OF TRANSPORTATION

DIVISION OF MASS TRANSPORTATION MS 39

1120 N STREET

P. O. BOX 942874

SACRAMENTO, CA 94274-0001

PHONE (916) 654-8222

FAX (916) 654-4816

TTY (916) 653-4086

*Flex your power!
Be energy efficient!*

October 6, 2009

Dear Section 5316 and 5317 Grant Recipient:

Congratulations on the award of a Federal Transit Administration (FTA) grant provided through the Section 5316 & 5317 programs for Federal Fiscal Year 2008-09. The California Department of Transportation (Caltrans) will be conducting three Successful Applicant workshops in October 2009. The workshops will provide your agency the opportunity to understand all reporting requirements, invoicing and procurement processes.

It is important that your agency participates via teleconference or sends representatives that will be working with the standard agreement, quarterly reporting, vehicle and/or equipment monitoring and reporting, and those involved with the procurement process. A conference call will be set up at each location. The conference number and passcode is indicated below. Please RSVP to the Section 5316 & 5317 program by calling (916) 654-8222 to ensure we have sufficient space and call-in numbers.

Fresno – October 14**Time: 10:30 am - Noon****Caltrans, District 6****1635 W. Pine Street****Fresno, CA 93728****Conference # 1-888-566-7688****Participant passcode: 27069****Sacramento – October 15****Time: 1:00 pm – 3:00 pm****Caltrans, District 3****2800 Gateway Oaks Dr.****Sacramento, CA 95833****Conference # 1-888-566-7688****Participant passcode: 27069****Oakland – October 21****Time: 1:00 pm – 3:00pm****MTC****101 Eighth Street****Oakland, CA 94607****Conference # 1-888-566-7688****Participant passcode: 27069**

The agenda and maps to the workshops are enclosed. Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in alternative formats, etc.) are requested to contact me at (916) 654-8222 as early as possible prior to the scheduled workshop.

We look forward to your attendance at one of the upcoming Successful Applicant Job Access and Reverse Commute (JARC) and New Freedom workshops.

Sincerely,

TRACEY FROST

Branch Chief

Job Access and Reverse Commute (JARC) and New Freedom Programs

Enclosures

**STATE OF CALIFORNIA
SECTION 5316 & 5317 SUCCESSFUL APPLICANT WORKSHOP
AGENDA**

1. Introductions/Purpose – Tracey Frost

Objective: To provide grant recipients with an overview of program requirements, including the Standard Agreement terms and reporting requirements, invoicing, the State Contract for vehicle purchases, and to facilitate in the ordering of approved equipment under the State procurement process.

2. 5316 and 5317 Program Requirements

Standard Agreement

Reporting Requirements

Bid requirement

Vehicle Inspections

Delivery and Acceptance

Grantee Monitoring

3. Invoicing

4. Third Party Contracting

FRESNO WORKSHOP INFORMATION

Wednesday, October 14, 2009

10:30am

Conference #: 1-888-566-7688, participant passcode: 27069

Address:

1635 W. Pine Street

Fresno, CA 93728 (contact person) Angie Silva (559) 488-4136.

Driving Directions:

Persons coming from the North driving South would take the Olive Ave off ramp and turn left (East).

Persons coming from the South driving North would take the Olive Ave off ramp and turn right (East).

Pass the CHP office on the left, and then pass District 06 building. The first street you will come to is West Ave. Turn left (North) drive until you come to Pine Street and turn left (West). Where Pine and West meet is odd because Golden State freeway is on the right side and you have to make a wide left turn so that you can get onto Pine Street. The Pine Street conference room is on the left (South side) of street. It is a relatively new building, one story and the first room you will walk into is the conference room.



SACRAMENTO WORKSHOP INFORMATION

(2800 Gateway Oaks Drive)

Thursday, October 15, 2009

1:00 pm

Address:

2800 Gateway Oaks Dr

Sacramento, CA 95833

Yosemite B is on the first floor.

Driving directions:

From Downtown Sacramento:

Take I-5 North. Take exit 521B for W El Camino Ave. Turn left at W El Camino Ave. Take the 1st right onto Gateway Oaks Dr.

From Sacramento International Airport:

Take I-5 South. Take exit 521 for Garden Highway. Turn right at Garden Highway. Take 1st right onto Gateway Oaks Dr.

Conference #: 1-888-566-7688

Participant passcode: 27069

OAKLAND WORKSHOP INFORMATION
Metropolitan Transportation Commission
Claremont Room

Wednesday, October 21, 2009
1:00 pm – 3:00 pm

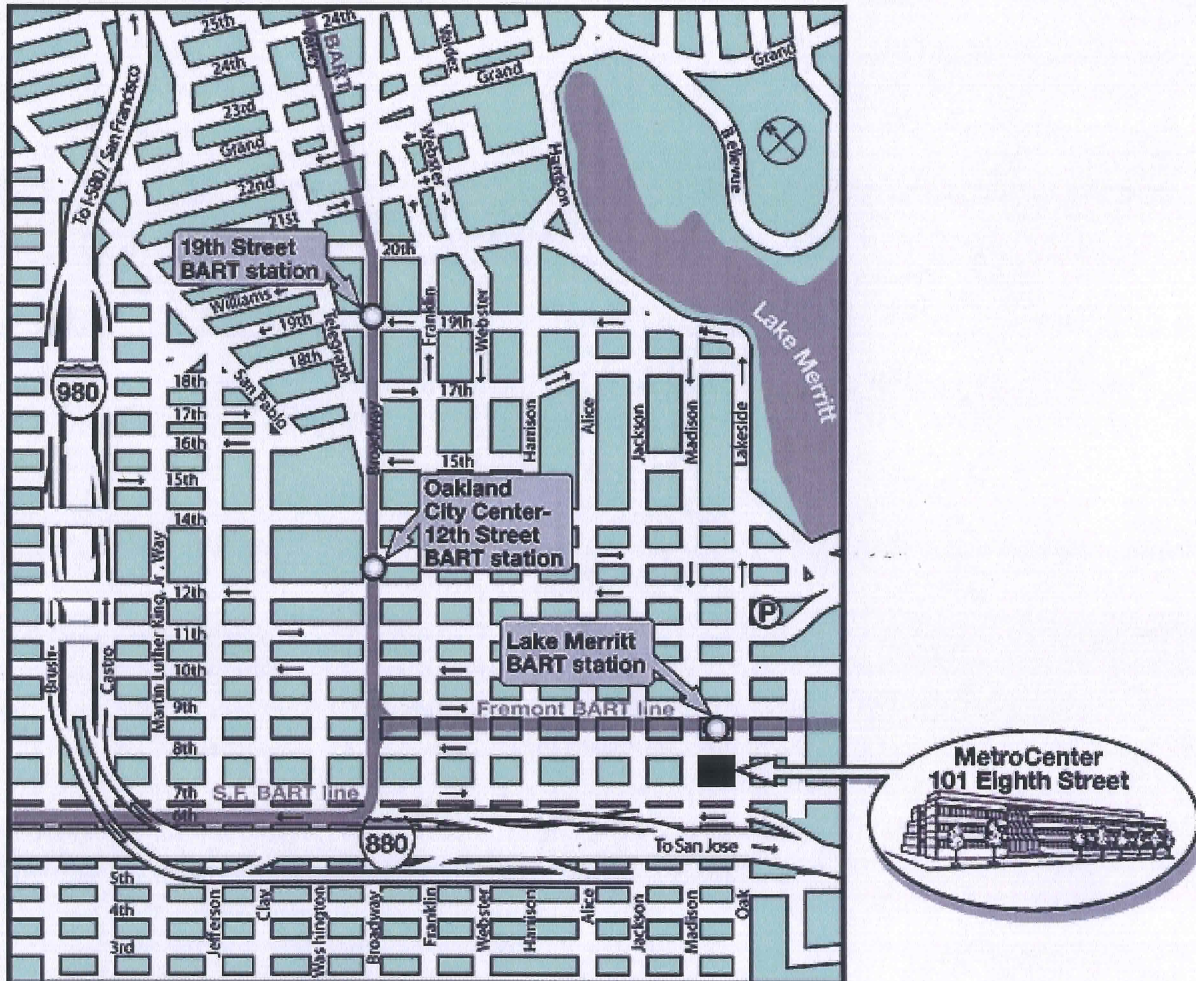
Address:

MetroCenter, 101 Eighth Street, Oakland, CA 94607

The Claremont Room is on the 2nd floor of the MTC building. Please check in at the MTC reception desk on the 3rd floor upon arrival. The receptionist will direct to the appropriate room from there.

Conference #: 1-888-566-7688

Participant passcode: 27069



For more driving directions and parking, please visit:
http://www.mtc.ca.gov/about_mtc/directions.htm